

DD/S 67-4552

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MEMORANDUM FOR: Executive Director-Comptroller

1 SEP 1967

SUBJECT : Retirement Counseling Program

1. This memorandum is for information only.

STATINTL

2. [REDACTED] has made progress in relating basic concepts and major objectives, in identifying essential points of emphasis and early priorities and in weaving into this early conceiving and planning period a balance of timing. The steps taken thus far represent the development of a necessary foundation for the establishment of a strong, effective Retirement Counseling Program.

3. In his first weeks on this effort he has met with each Deputy Director to discuss the purposes of the Program, to ascertain the nature, direction and extent of his desires in the fields of retirement and counseling, and to obtain his interest and support for the Program. The effect of these meetings is remarkable to me in that he has already obtained the designation of one senior officer (GS-15 or above) for one to two years, one other senior officer for approximately one year, and other officers for specific assignments of limited duration from each Deputy Director. This will give Dr. [REDACTED] eight officers for one to two years, one secretary and up to four other persons on limited details. Of this group five are already at work on the program and by the first of October ten will be at work on various aspects of planning this complex program.

STATINTL

4. In view of the fact that his team is just now getting assembled, I have asked [REDACTED] to brief you on his efforts and the progress being made on the Retirement Counseling Program at the end of September.

STATINTL

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

cc: D/Pers

Draft: [REDACTED]

Final: [REDACTED] (1 Sep 67)

Distribution:

STATINTL

*[Handwritten signature]*

23 JUN 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Retiree Placement Program

REFERENCE : Memo fr DDS to D/Pers dtd 16 Jun 67, subject:  
Outplacement Program

1. This memorandum is for your information.

2. [REDACTED] reported for substantially full-time duty on the Retiree Placement Program on Monday, 19 June 1967. He has been assigned a permanent office and parking space in the Ames Building and a "visitor's" desk and safe facilities at Headquarters Building. [REDACTED] and I have had one meeting with [REDACTED] to review the background of his new responsibilities and he is at present reading the material already accumulated and talking with the Office of Personnel employees concerned with Retiree Placement and those handling the technical aspects of retirement. He plans to take leave beginning 8 July and should be prepared to activate his program upon his return.

3. Staffing of the expanded retiree placement program continues to present a problem. I have been informed that six new positions will be included in the 1969 budget. This is, as you know, substantially less than we considered necessary and also leaves with us the problem of FY 1968 staffing. I presume that it is still intended to staff this activity principally through the non-reimbursable detail of employees from other Agency components and, as appropriate, through contract employment of retirees. Certainly, the identification of qualified personnel and administrative arrangements for their assignment are among [REDACTED]'s first tasks.

4. It is suggested that a target date of 31 August be set for our first progress report to the Executive Director. This date will be approximately 30 days after [REDACTED]'s return from leave and full assumption of the duties of his new assignment.

[REDACTED]  
Emmett D. Echols  
Director of Personnel

*Bonum/RB*  
*26 June 67*

DD/S 67-3297

27 JUN 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Retiree Placement Program

STATINTL

1. This memorandum is for information only.

2. [REDACTED] reported for duty on the Retiree Placement Program on 19 June 1967 and is now reviewing the background of his new responsibilities. He plans to take leave beginning 8 July and should be prepared to activate his program upon his return. ?

STATINTL

3. A target date of 31 August has been established to submit the first progress report of the Program to you. This date will be approximately 30 days after [REDACTED] return from leave and full assumption of the duties of his new assignment.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

~~cc: D/Pers~~

1. Check  
2. Subject File

TRANSMITTAL SLIP		DATE
TO: Director of Personnel		
ROOM NO. 5E56	BUILDING Headquarters	
REMARKS:  Exo 1507 D/Pers - WP Subject File		
FROM: Deputy Director for Support		
ROOM NO. 7D26	BUILDING Headquarters	EXTENSION 5454

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

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